



NOTHING CONTAINED IN THIS POLICY OR IN ANY OTHER POLICY CREATES A CONTRACT RIGHT. CONSISTENT WITH SOUTH CAROLINA LAW, ALL TEAM MEMBERS ARE EMPLOYED "AT WILL," WHICH MEANS THAT THE TEAM MEMBER HAS THE RIGHT TO TERMINATE HIS OR HER EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE, AND THAT PRISMA HEALTH AND/OR ITS AFFILIATED ENTITIES RETAIN THE SAME RIGHT.

**Drug Free Workplace: Human Resources - Prisma Health**

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| <b>Approved Date:</b> 09/20/2023 | <b>Effective Date:</b> 09/20/2023 | <b>Review Date:</b> 09/20/2024 |
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**SCOPE:**

|   | <b>ACUTE CARE<br/>Prisma Health...</b>  |   | <b>POST-ACUTE CARE<br/>Prisma Health...</b>   |
|---|---|---|---|
| X | Baptist Easley Hospital<br>Baptist Hospital<br>Baptist Hospital Behavioral Care<br>Baptist Parkridge Hospital<br>Greenville Memorial Hospital<br>Greer Memorial Hospital<br>Hillcrest Hospital<br>Laurens County Hospital<br>Marshall I. Pickens Hospital<br>North Greenville LTACH<br>Oconee Memorial Hospital<br>Patewood Hospital<br>Richland Hospital<br>Richland Springs Hospital<br>Tuomey Hospital | X | Center for Prosthetics & Orthotics (ALL)<br>Emergency Medical Services<br>Equipped for Life (ALL)<br>Home Health<br>Home Health - Midlands<br>Home Health - Upstate<br>Hospice - Midlands & Midlands Newberry<br>Hospice of the Foothills<br>Roger C. Peace Hospital<br>SeniorCare PACE<br>Tuomey Acute Rehabilitation<br>Tuomey Home Health<br>Tuomey Hospice  |
|   | <b>MEDICAL GROUP, PROVIDER BASED<br/>CLINICS, URGENT CARE<br/>Prisma Health...</b>  |   | <b>AMBULATORY CARE<br/>Prisma Health...</b>   |
| X | Medical Group<br>Provider based facilities associated with<br>Prisma Health Hospitals<br>Urgent Care by WellStreet, LLC   |   | Advanced Family Medicine<br>Blue Ridge Women's Center<br>Cardiovascular Services - Simpsonville<br>Clemson-Seneca Peds - Clemson<br>Clemson-Seneca Peds - Seneca<br>Family Medicine - Bishopville<br>Family Medicine - Powdersville<br>Family Medicine - Walhalla<br>Family Medicine - Winnsboro<br>Laurens Family Medicine - Gray Court<br>Laurens Family Medicine - Main<br>Mountain Lakes Family Medicine<br>Pediatric Associates - Powdersville<br>Premier Women's - Powdersville<br>Primary Care - Fountain Inn<br>Seneca Medical Associates<br>Upstate Family Medicine<br>Upstate Pharmacy - ALL Locations<br>Walk-in Care - North Greenville |
| X | <b>AMBULATORY LLC<br/>Prisma Health...</b>  |   |   |
|   | Endoscopy Center - Parkridge<br>Orthopedic Surgery Center Lexington   |   |   |
|   | <b>CORPORATE<br/>Prisma Health...</b>   | X |   |
| X | Corporate<br>inVio Health Network<br>Promise Health Plan  |   |   |

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**Policy Statement:**

Prisma Health is committed to maintaining a substance free work environment for all team members and a safe and effective treatment environment for patients.

**Associated Policies and Procedures:**

[Drug Diversion Prevention, Reporting, and Response: Prisma Health](#)  
[HR 5.15 Team Member Counseling: Prisma Health](#)

**Associated Lippincott Procedures: (as applicable)**

N/A

**Definitions:**

1. **Possession:** To have on one's person, personal effects, vehicle or otherwise under care, custody, or control.
2. **Substance:** Any alcohol, drugs, or other substances (whether ingested, inhaled, injected subcutaneously or otherwise) that have mind-altering or function-altering effects or that impair one's ability to safely perform work. This specifically includes, but is not limited to, prescription drugs and over-the-counter medications; alcohol; drugs, and other substances made illegally or obtained illegally under all applicable laws and regulations; "synthetic or designer" drugs; illegal inhalants; "look-alike" drugs.
3. **Premises:** This includes all property, facilities, buildings, structures, installations, work locations, work areas, or vehicles owned, operated, leased, or under the control of Prima Health. Private vehicles parked on such Premises are also included.
4. **Under the Influence:** The condition wherein any of the body's sensory, cognitive motor functions or capabilities is altered, impaired, diminished, or affected due to substances. This also means a positive test confirming a presence of substance in the body regardless of when or where it may have been consumed.
5. **Prescription:** A valid prescription, that is legal under all applicable laws, issued to the person being tested and used for its intended purpose as prescribed. Taking another person's prescription medication is prohibited and not a valid prescription.
6. **MRO:** Medical Review Officer
7. **On Duty** includes all working hours as well as meal periods and break periods, regardless of whether on premises, and all hours when the team member represents Prisma Health in any capacity.
8. **EAP:** Employee Assistance Program, a department that provides help to team members who suffer from alcohol or drug abuse and other personal or emotional concerns. Team members with such concerns should seek professional assistance from EAP. Information about a self-

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referred team member's contact with EAP is confidential, within legal limits, and will not be disseminated without the team member's permission.

**Responsible Positions:**

- Human Resources Business Partner
- EAP Counselor
- Employee Health team
- Medical Review Officer

**Equipment Needed:**

N/A

**Procedural Steps:**

1. Generally, the following activities are prohibited on Prisma Health premises or while representing Prisma Health:
  - 1.1 The manufacture, possession, use, sale, distribution, dispensation, receipt, or transportation of any invalid controlled or illegal substance.
  - 1.2 The theft, unauthorized use, or intentional mishandling or misuse of any medication and/or substance that is present at the premises for the purpose of treating patients.
  - 1.3 Being under the influence of any substance during working hours, whether prescribed or purchased over the counter, or reporting to work with detectable quantities of substances in their bodies; and
  - 1.4 The consumption of alcohol on Prisma Health property or while on duty. There may be occasions, removed from the usual work setting, at which it is permissible to consume alcohol in moderation.
    - 1.4.1 The personal possession of alcohol on premises (i.e., on the person or in a desk or locker) is prohibited. However, the possession of alcohol in a personal vehicle is not prohibited provided such possession is in compliance with this policy, as well as federal, state and local laws.
2. Team members should inform their leader of the use of any substances or other drug or medicine, whether prescribed or purchased over the counter, that may cause drowsiness or impair their ability to perform their job.
3. If Prisma Health determines the use of any substance or other drug or medicine adversely affects the team member's ability to safely perform the functions of his or her job, Prisma Health may temporarily reassign the team member, grant a leave of absence during the period of treatment, or otherwise attempt to accommodate the team member. Improper use of any substance is prohibited and may result in an employer intervention and/or corrective action up to and including termination.
4. Any team member who voluntarily admits to a substance abuse problem is encouraged to seek assistance from the Employee Assistance Program (EAP) or other community resources. Voluntary admission of the need for treatment prior to reasonable suspicion of

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substance use may not be grounds for corrective action unless Prisma Health determines that the team member's performance is affected, or safety of others is impacted.

### 5. Testing

- 5.1 Prisma Health may conduct substance tests using breath, saliva, urine, blood, and/or hair samples under any of the circumstances noted in this policy. Any team member subject to a substance test will be required to complete a consent form.
- 5.2 Refusal to complete the consent form, leaving the work area prior to the substance test without permission, tampering with the test or refusal to cooperate in any way with the testing process will result in immediate termination of employment.
- 5.3 Employee Health will assure appropriate procedures are in place for off hours screening and for off-site locations.
- 5.4 New hires:
  - 5.4.1 All applicants will undergo a substance test on a pre-employment basis. Applicants whose pre-employment test is positive for any substance in which the applicant does not possess a valid prescription will be ineligible for employment.
  - 5.4.2 Any applicant who refuses to submit to or tampers with the pre-employment substance test or has a positive test will not be considered for employment at that time. They will be reconsidered for employment with Prisma Health after one calendar year.
  - 5.4.3 All individuals rehired more than 90 days following separation from employment will undergo a substance test as is required for new hires.
- 5.5 Reasonable Suspicion:
  - 5.5.1 A team member may be required to submit to a substance test if there is a reasonable belief that the team member is: using, under the influence of, in the possession of substances, or has otherwise violated this Policy.
    - 5.5.1.1 A team member, who appears to be under the influence of a substance(s), in the sole discretion of Prisma Health, should be removed from the work area, tested for substances, placed on administrative leave and the team member may call for a ride or a cab should be contacted to provide transportation to his/her place of residence or to another designated location. In most cases, Prisma Health should not be responsible for transporting the team member. If the team member refuses to remain at the premises until transportation can be arranged, it may be necessary to alert an outside agency if the team member's safety or that of others is at risk.
    - 5.5.1.2 When collecting a specimen for reasonable suspicion/under the influence, a comprehensive urine collection AND a blood, saliva or breath alcohol test shall be conducted.

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- 5.5.1.3 EAP must be contacted immediately (at a minimum within 24 hours).
- 5.6 Additional Testing: Additional testing may be conducted as required by applicable state or federal laws, including United States Department of Transportation (DOT), rules, or regulations or as deemed necessary by Prisma Health. Specifically, Prisma Health reserves the right to conduct testing on all team members in a location, department, or on a shift if there is evidence of the use, sale, purchase, possession, manufacturer, distribution, or dispensation of illegal drugs on premises that is reasonably related to that particular location, shift or department.
- 5.7 Interpretation and Reporting of Results:
  - 5.7.1 All test results must be reviewed by an MRO who is a licensed physician with a background in substance abuse. For purposes of team member substance screening, it is the MRO's responsibility to:
    - 5.7.1.1 Identify and interpret positive test results.
    - 5.7.1.2 Discuss with the individual tested the impact of any voluntarily disclosed prescriptions or over-the-counter medications.
    - 5.7.1.3 Validate prescriptions for disclosed medications.
  - 5.7.2 Any team member whose test results are interpreted by the MRO as positive (without advance voluntary disclosure or a valid, legal prescription) may be terminated.
- 6. Voluntary Disclosure
  - 6.1 On a one-time basis, a team member may choose to disclose the use of any substance that may result in a positive test result. The disclosure must be made in writing before a sample is taken. By using this option, the team member may be permitted to avoid immediate termination for a positive test result, but not if the team member is otherwise subject to termination, e.g., theft of drugs. After disclosure, a substance test must be performed.
  - 6.2 Any team member who discloses the use of an illegal substance and/or a substance without a prescription, no matter the test results (positive or negative) will have utilized his/her one-time disclosure opportunity. No matter the test results, the disclosing team member will be required to complete an agreement for tracking/documenting purposes.
  - 6.3 If the team member is allowed to continue employment, he/she will be required as a condition of continued employment to obtain rehabilitation treatment, as determined in the discretion of Prisma Health at the team member's own expense or, if available, under the terms of Prisma Health's group health plan or by other available benefits. The team member may be assigned to an alternate position, if available, or placed on a leave of absence to accommodate a treatment program. Time lost from work for such a program shall be without pay unless the team member is otherwise entitled to pay pursuant to Prisma Health policy.
    - 6.3.1 The team member must cooperate with the EAP team in carrying out its responsibility to coordinate the evaluation, counseling, treatment, and follow-

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up process including signing of release of information that will allow their EAP counselor to coordinate care.

6.4 Current team members who have had a positive substance test following a voluntary disclosure, have successfully completed a rehabilitation or counseling program acceptable to Prisma Health and have submitted a negative drug and alcohol test prior to returning to work, will have additional follow-up unannounced testing.

6.4.1 Additional follow up testing will take place for a minimum of two years (or longer if dictated by the individual's program) following completion of the rehabilitation or counseling program.

6.4.2 Testing dates for follow-up testing will be determined by Employee Health. Team members must submit to unannounced, periodic monitoring as soon as feasible, but generally within two (2) hours of notification by Employee Health.

6.4.3 Any subsequent positive test for a substance for which the team member does not have a valid legal Prescription, as cleared by the MRO, shall result in immediate termination.

### 7. Investigation

7.1 To ensure that illegal drugs and alcohol do not enter or affect the workplace, Prisma Health reserves the right to search team members and any personal belongings they bring with them into and out of the workplace. All lockers and other storage facilities are the property of Prisma Health and are subject to inspection. Prisma Health management and Security may inspect any storage space that is Prisma Health property without obtaining consent. Individuals may be requested to display personal property for visual inspection upon Prisma Health's request. Failure to consent to a search or display personal property for visual inspection will be grounds for suspension and/or termination of employment.

### 8. External Associates

8.1 Contractors and vendors may be required to provide documentation of their company's compliance with this policy.

8.1.1 Licensed contractors/vendors suspected of being impaired while in the facility will have drug and alcohol testing performed by Prisma Health. Prisma Health HR will notify the Prisma Health representative who manages the contract. Prisma Health will report results to the employer and/or applicable Licensing Board as appropriate.

8.1.2 Unlicensed contractors/vendors suspected of being impaired while in the facility will be removed from the facility and their employer will be notified. Prisma Health reserves the right to perform testing on non-licensed external associates.

8.2 Students and volunteers will be excluded from participation in programs sponsored or participated in by Prisma Health if a violation of this policy is suspected.

### **References:**

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N/A

**Appendices:**

N/A